Administration for Children and Families

Office of Refugee Resettlement

Standing Announcement for Residential (Shelter) Services for Unaccompanied Alien Children
HHS-2017-ACF-ORR-ZU-1132
Application Due Date: 06/29/2018
Due Date for Applications:
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Funding Opportunity Title:	Standing Announcement for Residential (Shelter) Services for Unaccompanied Alien Children
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Funding Opportunity Number:	HHS-2017-ACF-ORR-ZU-1132
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Notice:

- **Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) carefully and observe the application formatting requirements listed in *Section IV.2. Content and Form of Application Submission*. For more information on applying for grants, please visit "How to Apply for a Grant" on the ACF Grants Page at** https://www.acf.hhs.gov/grants/howto.

The Office of Refugee Resettlement/ Division of Unaccompanied Children's Operations (ORR/DUCO) within the Administration for Children and Families (ACF), provides temporary shelter care and other child welfare-related services to unaccompanied alien children (UAC) in ORR custody. Residential care services begin once ORR accepts a UAC for placement and ends when the UAC is released from ORR custody, turns 18 years of age, or the UAC's immigration case results in a final disposition of removal from the United States. Residential care and other child welfare-related services are provided by state-licensed residential care programs in the least restrictive setting appropriate for the UAC's age and needs.

ORR is announcing this funding opportunity announcement (FOA) to seek shelter care providers, including group homes and transitional foster care. Care providers operating a shelter facility must be licensed by an appropriate state agency to provide residential, group, or foster care services for children.

All entities, funded under this FOA, must also comply with the Flores v. Reno, Case No. CV 85-4544RJK (C.D. Cal. 1996) (the *Flores* settlement agreement), the Perez-Olano Settlement Agreement, Case No. CV05-3604 (C.D. Cal., Dec. 14, 2010), pertinent regulations, laws, and ORR policies, instructions, and procedures. ORR encourages applicants to review ORR's policies, instructions, and procedures at: http://www.acf.hhs.gov/programs/orr/resource/children-entering-the-united-states-unaccompanied as these will be critical to the overall program design.

I. Program Description

Statutory Authority

This program is governed by: Section 462 of the Homeland Security Act of 2002 (HSA of 2002), 6 U.S.C. § 279, which transferred responsibility for the care and custody of UAC from the Commissioner of the former Immigration and Naturalization Service to the Director of ORR. In making decisions on placement and residential services provided to UAC, the Director is governed by §462 of the HSA of 2002; section 235 of the William Wilberforce Trafficking Victims Protection Reauthorization Act of 2008 (TVPRA of 2008), 8 U.S.C. §1232, as amended; [1] relevant portions of the Prison Rape Elimination Act of 2003 (PREA of 2003), 42 U.S.C. §15607, as amended; [2] and when it is not inconsistent with subsequent law, the Flores settlement agreement and the Perez-Olano settlement agreement.

In December 2014, HHS released an Interim Final Rule (IFR) on standards to prevent, detect, and respond to sexual abuse and sexual harassment involving UAC. The IFR sets forth standards to prevent, detect, and respond to sexual abuse and sexual harassment in ORR care provider facilities that house UAC in accordance with section 1101(c) of the Violence Against Women Reauthorization Act of 2013, Pub. L. 113-4 (VAWA 2013). VAWA 2013 directed the Secretary of the Department of Health and Human Services (HHS) to adopt national standards for the detection, prevention, reduction, and punishment of rape and sexual assault in facilities that maintain custody of UAC. The standards apply to all ORR care provider facilities housing UAC except secure care provider facilities and individual foster care homes. The standards build upon and enhance existing State and local laws, regulations, and licensing standards.

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[1] Section 235 of the TVPRA of 2008 was amended in part by section 1262 of the Violence Against Women Reauthorization Act of 2013.

[2] Section 8 of PREA of 2003, was amended in part by section 1101(c) of the Violence Against Women Reauthorization Act of 2013.

Description

BACKGROUND

The primary function of ORR/DUCO is to provide temporary shelter care and other related services to UAC in ORR custody. An unaccompanied alien child is defined at 6 U.S.C. § 279 (g)(2) as a child who:

> (A) has no lawful immigration status in the United States;
> (B) has not attained 18 years of age; and

(C) with respect to whom—

    (i) there is no parent or legal guardian in the
        United States; or

    (ii) no parent or legal guardian in the United States is available to provide
        care and physical custody.

Although the UAC population generally consists of adolescents 12 to 17 years of age, with males representing a higher percentage of the overall population, ORR is seeking applicants who can provide services for a diverse population of UAC of all ages and genders, as well as pregnant and parenting teens. UAC come from all over the world, but most are from El Salvador, Honduras, Guatemala, and Mexico. Unless otherwise specified, successful applicants are expected to provide services for UAC from any country.

UAC are in the legal custody of the federal government throughout their stay in ORR care but are in the physical custody of the care provider. The length of time that a UAC remains in ORR custody must be no longer than necessary to facilitate a safe and timely release. The size of the entire UAC population in ORR custody will fluctuate depending on the number of UAC the United States Department of Homeland Security refers to ORR for placement and the rate at which UAC are discharged from ORR custody.

PROGRAM STRUCTURE

Shelter care is the initial placement for the majority of UAC entering the care and custody of ORR. Shelter care providers (care providers) include state licensed shelters, group homes, and transitional foster care (TFC) providers, with a minimum capacity of 50, who provide 24 hours seven days a week care and services that begin at intakes and end in discharge of UAC from care. Applicants can apply for basic shelter care, group home, and/or TFC with a combined minimum capacity of 50 beds. Care providers must provide proper physical care and maintenance, including suitable living accommodations, food, appropriate clothing and personal grooming items. Care providers must provide documentation of state licensure, including information on capacity, age/gender permitted, and length of stay allowable. Any and all documented state licensing allegations/concerns must also be reported.

Basic Shelter Care and/or Group Home: Basic shelters and group homes must provide UAC with a child-friendly, least restrictive setting that is appropriate for UAC of all ages and cultural backgrounds. Group homes must be designed to serve UAC of all ages and cultural backgrounds but with an emphasis on serving a particular subset of UAC, such as young children, pregnant and parenting teens, and/or UAC with special needs.

Transitional Foster Care (TFC): TFC is an initial placement option for UAC under 13 years of age, sibling groups with one sibling under 13 years of age, pregnant/parenting teens, or UAC with special needs. UAC are placed with foster families but do not attend local/neighborhood schools. TFC providers must instead provide the educational component at a central location, operated and run by care provider staff. Other required services such as clinical and case management services must be provided at the care provider site as well.

TFC Parent Requirements

TFC providers are required to follow the requirements of their state licensing agency; but at a

minimum, all foster parents must:

- Be at least 21 years of age;
- Be able to obtain medical clearance from a health provider;
- Be able to meet family's current financial obligations;
- Reside in a home that passes health and fire inspection; and
- Obtain a background check clearance (including fingerprint background checks, child abuse and neglect checks, and other checks as required) in accordance with state law, including background checks of household members, the result of which must be available to ORR.

All foster parents, identified to care for UAC, must meet the care provider's and state regulatory requirements and be actively licensed/certified to provide foster care services. Foster parents are required to attend a foster parent certification training curriculum and licensed as a foster parent prior accepting any UAC for placement.

Care providers are required to be licensed residential facilities by the state in which the facilities/homes are located and designed to serve UAC of all ages and cultural backgrounds. Care providers typically house between 16 and 300 children, depending on state licensing requirements and ORR capacity needs. Group homes typically house between 6 and 18 children, per home/cottage. Care providers must provide proper physical care and shelter for UAC that includes but is not limited to suitable living accommodations (e.g., bed, chair, desk, storage for clothing and other personal items), culturally appropriate meals and snacks, several sets of new clothing, and personal grooming items. Services are provided for an average length of stay ranging from 30 to 35 days. Care providers should anticipate that UAC with potential sponsors, who require a home study, will have a longer length of stay in order for a provider, designated by ORR, to complete the home study process and ensure a safe release.

Care providers' facility must be readily accessible to visitors, staff, and UAC with disabilities and must comply with local, state and federal laws, codes and regulations including the Americans with Disabilities Act (ADA).

Care providers are required to be located in areas easily accessible to immigration courts, pro bono legal services, national airports, and community mental health and medical service providers. Care providers are required to have designated common areas, designated spaces for recreation, education, case management and designated confidential spaces for counseling, and health services. Services that do not require confidentiality are required to be in an open setting without the need of extraordinary security measures. However, care providers must have procedures and strategies in place to discourage runaways, unauthorized absences, and unauthorized entries.

Care providers must comply with the following ORR policies on sexual abuse and harassment:

- Maintaining and enforcing a zero tolerance policy for all forms of sexual abuse, sexual harassment, and inappropriate sexual behavior;
- Meeting personnel requirements including but not limited to background checks, training, and disciplinary sanctions and corrective actions;
- Meeting staffing and supervision requirements, including but not limited to staffing levels, staffing plans, and video monitoring restrictions;

- Providing responsive planning in the event there is an incident of sexual abuse or sexual harassment that occurs at the care provider facility;
- Providing a coordinated response in coordination with medical and mental health care practitioners community service providers, outside investigators, and care provider leadership immediately following an incident of sexual abuse or sexual harassment as well as the follow-up necessary to ensure the safety of all children and staff;
- Educating UAC of policies and topics related to preventing, detecting, and responding to sexual abuse and harassment via an orientation, pamphlets, and bulletin board postings; Assessing all UAC for risk of being a victim or a perpetrator of sexual abuse while in ORR care and custody in order to inform the UAC's housing, education, recreation, and other service assignments;
- Providing medical and mental health care, including services following an incident of sexual abuse; and
- Reporting, providing notifications, and following up on sexual abuse, sexual harassment, and inappropriate sexual behavior occurring in ORR care, any retaliatory actions resulting from reporting allegations, and staff neglect or violations of responsibilities that have contributed to incidents.

Care providers must comply with all applicable State Child Welfare laws and regulations and all state and local building, fire, health, and safety codes.

Care providers are required to have a security system to monitor the care provider facility (not individual foster homes) from unauthorized entrance and egress, including the use of alarm systems and video monitoring. Care providers must meet the following minimum safety and security related requirements and are required to be in compliance with state licensing standards and not pose a threat to the safety of UAC in the event a UAC attempts to flee from the facility. Care provider's facilities must have controlled entry and exit from the premises, video monitoring in common and living areas, a communications system and alarm system for all areas of the residential structure, effective video monitoring of the exterior of the building and surrounding premises, a system for physically counting the residents and a written policy that provides that staff regulate UAC movements, a daily log on residents' movement, mirrored windows or small windows in the doors of any rooms used for one-on-one meetings with UAC, a facility inspection checklist (to include the safety related components of all residential operations and program functions), quarterly safety assessments, and spot inspections.

Care providers must be familiar with the issue of human trafficking in order to provide appropriate services to UAC who are victims of human trafficking, as well as to protect UAC from potential threats of human trafficking. The Trafficking Victims Protection Act of 2008 (TVPA) defines human trafficking as: the recruitment, harboring, transportation, provision, or obtaining of a person for sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery. Any child (under the age of 18) engaged in commercial sex (including prostitution, pornography, stripping) is a victim of trafficking.

PROGRAM STAFFING REQUIREMENTS

Care providers are required to develop, implement, and document a staffing plan based on the population served, the scope and type of provided services, anticipated requirements, staff vacancies, and budgets. The staffing plan must include staffing ratios in accordance with state licensing requirements and as required by ORR's policies and procedures. Care provider facilities must be staffed with qualified, bi-lingual professionals, paraprofessionals, and support staff to meet the diverse needs, level of care, supervision, safety, and well-being of UAC. Care providers must also include a plan to staff sufficiently to cover a one-on-one safety plan, when necessary. All staff, specifically case management staff, must be proficient in using the Internet and related computer programs.

ORR requires care providers to supervise UAC in accordance with ORR policy, which includes staffing ratios and state licensing requirements. ORR requires the following ratios:

- One on-duty staff for every 8 UAC during waking hours;
- One on-duty staff for every 16 UAC during sleeping hours;
- One case manager for every 8 UAC; and
- One clinician for every 12 UAC.

Care providers are subject to the provisions of the Service Contract Act, Code of Federal Regulations (CFR) Title 29 and must abide by applicable state wage determination guidelines in their programs. For additional information on the provisions of the Service Contract Act, please click here: http://www.dol.gov/whd/govcontracts/sca.htm and/or http://www.wdol.gov/.

Additional or backup staff must be available for emergency situations or to meet the special needs of UAC during busier periods. Rotating after-hours and holiday coverage personnel must also be available in crisis situations. Same gender supervision must be provided when indicated by individual treatment needs.

Care providers must complete background investigations on all staff, contractors, and volunteers prior to hire to ensure the candidate is suitable for employment to work with minors in a residential setting. Background checks must be completed in accordance with ORR's policies and state licensing requirements. At a minimum, a background check must be updated every five years. For additional information on the specific types of checks that must be completed, please consult the ORR Policy Guide at section 4.3 Personnel https://www.acf.hhs.gov/orr/resource/children-entering-the-united-states-unaccompanied-section-4#4.3

All hired staff must (at the minimum):

- Be at least 21 years of age;
- Possess the relevant experience and/or qualifications to work with UAC and/or children with special needs; and
- Be properly trained and licensed, as necessary.

Care providers' hiring and employment practices must abide by all standards outlined in the IFR on preventing, detecting, and responding to sexual abuse and sexual harassment. These standards apply to any care provider staff member, contractor or volunteer. For additional information on the standards outlined in the IFR, please click here: https://www.regulations.gov

Care providers must have job descriptions and selection criteria for all staff positions that state the qualifications, performance standards, and responsibilities for each position (each job description must include a section on Essential Functions as mandated by the ADA).

Care providers are required to have clear organizational structure that outlines lines of authority and supervision. Staffing plans must be in place that provide a sound relationship between the proposed responsibilities of lead program staff.

Care providers must obtain prior approval from ORR for the following positions. Exceptions to the minimum qualifications require ORR's explicit written approval prior to hire.

Program Director is responsible for the overall management of the programmatic, administrative, financial, and operational systems related to the provision of care and services; provision of regular and timely reports to ORR regarding operations, services, and finances; establishing a respectful and supportive workplace environment; and elevating any issues or concerns to ORR. At a minimum, Program Director must have a Master's degree in social work or an equivalent degree in education, psychology, sociology, or other relevant behavioral science degree or bachelor's degree plus 5 years' experience in child welfare administration, child protective services; and, 2 years of experience in program management or as director of a licensed child care program. The Program Director must possess the administrator's license for the care provider's facility, if applicable.

Assistant Program Director provides support to the Program Director and serves as secondary liaison with ORR. The need for an Assistant Program Director will vary depending on the number of UAC served at a care provider facility. At a minimum, the Assistant Program Director must have a Bachelor's degree in education, psychology, sociology or other relevant behavioral science plus five years of progressive employment experience with a social services or childcare agency or organization.

Lead Clinician coordinates clinical services, trains new clinicians, and supervises clinical staff. At a minimum, the Lead Clinician Master's degree in social work, 2 years of postgraduate direct service delivery experience or a Master's degree or Ph.D. in psychology, sociology, or other relevant behavioral science in which clinical experience is a program requirement, plus 2 years of postgraduate direct service delivery experience/or bachelor's degree plus 5 years clinical employment experience in the behavioral sciences. Must have supervisory experience and be licensed to provide clinical services in the State where the care provider is located.

Clinician conducts mental health assessments and provides ongoing individual and group counseling services, screens for human trafficking concerns, and provides crisis intervention services. At a minimum, the Clinician must have a Master's degree in social work with clinical experience in the program, or Master's degree in psychology, sociology, or other relevant behavioral science in which direct clinical experience is a program requirement, or a bachelor's degree plus 5 years clinical employment experience. Clinician must be licensed or eligible for licensure.

Lead Case Manager is responsible for coordinating case management and safe and timely release services, training new case managers, and supervising the work of other case managers. At minimum, the Lead Case Manager must have a Master's degree in the behavioral sciences,

human services or social services fields or bachelor's degree and at least three years progressive employment experience that demonstrates supervisory and case management experience.

Prevention of Sexual Abuse (PSA) Compliance Manger is responsible for managing implementation and ongoing compliance with the IFR on preventing, detecting, and responding to sexual abuse and sexual harassment. The PSA Compliance Manager must have a Bachelor's degree in behavioral sciences, human services or social service fields or business administration or management, and at least one year experience working with child welfare standards, best practices, quality assurance or compliance.

PROGRAM REQUIREMENTS

Care providers are required to provide services in a structured, safe, and productive environment that meets respective state guidelines, relevant federal law, their Cooperative Agreement, the ORR Policy Guide and standard operating procedures for the UAC Program: *http://www.acf.hhs .gov/programs/orr/resource/children-entering-the-united-states-unaccompanied*.

Care providers are required to provide or arrange for the program required services in a manner that is sensitive to the age, culture, religion, dietary needs, native language, sexual orientation, gender identity, and other important individual needs of each UAC. All UAC in ORR care are entitled to human rights protections and freedom from discrimination and abuse. Care providers must ensure that UAC who are lesbian, gay, bisexual, or transgender (LGBT) are fairly treated and served during their time in ORR custody. All services and assessments are required to be administered for all UAC even if they are in ORR custody for a short period of time. Care providers are required to have the capacity to provide services in the language spoken by the majority of UAC in their facility and/or provide translation services. Most UAC in ORR custody speak Spanish.

Care providers are expected to provide all the services under *Program Requirements* unless otherwise noted in this announcement.

Important Time-Frames

Care providers must adhere to specific time-frames for required assessments and/or reports that must be administered to UAC.

Report / Assessment	Initial Deadline
Initial Intake Assessment	Within 24 hours of admission
Initial Medical Exam	Within 48 hours of admission
Assessment for Risk	Within 72 hours of admission, and every 90 days thereafter
UAC Assessment	Within five (5) days of admission
Individual Service Plan	Within seven (7) days of admission
UAC Case Review	On the UAC's 30th day in care and subsequently every 30 days;

	when the UAC is released or transferred, or if there is a substantial change in the UAC's case.

Acculturation and Adaptation Services

Care providers are required to provide acculturation and adaptation services that include the development of social and interpersonal skills that contribute to the ability to live independently and responsibly in the community.

Activities

Care providers are required to ensure that UAC participate in activities according to a recreation and leisure time plan that includes daily outdoor activities, weather permitting, of at least one hour per day of large muscle activity and one hour per day of structured leisure time activities other than television. Activities are required to be increased to a total of three hours daily on weekends and on other days when school is not in session. Recreation and leisure time activities are separate from the required physical educational during school day instruction.

Case Management Services

Care providers are required to implement and administer a case management system that tracks and monitors a UAC's progress on a regular basis to ensure that each UAC receives the full range of program services in an integrated and comprehensive manner. Case managers are required to meet with UAC, at a minimum, once a week. Case managers are expected to complete all steps required to safely release UAC to appropriate sponsors promptly and, on average, within 30 days of referral. The care provider's case management team is also responsible for maintenance of the ORR/DUCO database, UAC Portal. All placement, transfer, and release requests, as well as all significant incident reports are processed through this web-based system. When necessary, case management staff are required to also work collaboratively with agencies that conduct home studies and provide post release services. Care providers are required to conduct safety and well-being follow-up calls to a UAC and sponsor 30 days after the UAC is released.

Educational Services

Educational services are required to be provided daily, Monday through Friday, year round, and to be appropriate to the UAC's level of development, education, and communication skills. Educational services are required to be administered in a structured classroom setting and concentrate primarily on the development of basic academic competencies and secondarily on English Language Training. The educational program consists of instruction, educational materials, and other reading materials in the following basic academic areas: Science, Social Studies, Mathematics, Reading, Writing, and Physical Education. The program must also provide appropriate leisure time reading materials in languages other than English.

Group Counseling

Care providers are required to provide group counseling sessions twice a week, at a minimum. One of these two groups can be substituted by "family or house meetings." At least one group counseling session must be provided according to a psycho-educational curriculum that may be adjusted according to the needs of the population.

Individual Counseling

Care providers are required to provide at least one individual counseling session per week, for each UAC. A qualified clinician conducts the counseling session with the specific objective of assessing and responding to the UAC's mental health needs, reviewing the UAC's progress, establishing new short-term objectives, and addressing the developmental progress, immediate concerns, and crisis-related needs of each UAC.

Individualized Needs Assessments

Care providers are required to provide individualized ongoing assessment for each UAC, which includes:

- *Initial Intake Assessment* must be completed within 24 hours of a UAC's admission. A trained staff member, with the care provider, must use an Initial Intake Assessment form to interview the UAC to identify any immediate needs or issues. This assessment guides the interviewer through a series of questions to obtain information about family members, immediate medical or mental health concerns, current medications, and any concerns about personal safety the UAC may have.
- *UAC Assessment* (initial intake assessment, psychosocial summary, and trauma and human trafficking assessment), to be completed within five days of UAC placement with the care provider, to gather initial information relating to the UAC's journey; the UAC and family's psychosocial assessment; trauma and substance abuse history; information about a UAC's work history or concerns about working to pay off debt; exploitation or trafficking concerns; and other essential data relating to the identification and history of the UAC and his/her family;
- An *Assessment for Risk*, which must be completed within 72 hours of admission and updated every 30 days, to identify risk factors for potential sexual victimization or sexual abuser tendencies so early intervention can take place to mitigate any potential risks or safety concerns;
- *UAC Case Review* every 30 days assessing the UAC's:
    - Mental health and identification of any special medical needs, including any specific issues that may require immediate intervention;
    - An educational assessment and plan;
    - Ongoing assessment of a UAC's behavioral issues and any previous juvenile justice or criminal involvement;
    - A statement of religious preference and practice; and
    - Identifying information and continuing to pursue additional information regarding the UAC's immediate family members, other relatives, or family friends who may be residing in the United States and able to be a UAC's sponsor.

Individual Service Plan

Care providers are required to complete a comprehensive and realistic Individual Service Plan (ISP) for each UAC in accordance with the UAC's needs as determined by the UAC Assessments and assessment of any trafficking concerns. ISPs are implemented and closely coordinated through an operative clinical assessment and intervention plan, as well as a case management system. The ISP must be completed within seven days of admission and every 30

days thereafter. In cases where human trafficking is suspected or confirmed, the care provider is required to refer the UAC to ACF's Office on Trafficking in Persons and provide or refer the UAC for other services to ensure the UAC has access to all services guaranteed by TVPRA of 2008.

Legal Services

Care providers are required to provide UAC with ORR supplied information about the availability of free legal assistance, the right to be represented by counsel at no expense to the federal government, the right to a removal hearing before an immigration judge, the right to apply for asylum or to request voluntary departure in lieu of removal, and the rights victims of trafficking have under TVPRA of 2008.

Care providers must make reasonable accommodations to allow the UAC to meet privately with their attorney or ORR-funded legal service provider and transport UAC to all hearings or proceedings to which the UAC is a party.

Maintenance of Case Files

Care providers must maintain comprehensive, accurate, and up-to-date case files, as well as electronic records on UAC that are kept confidential and secure at all times and must be accessible to ORR upon request. Electronic records include those on the care provider's network drive as well as those on the UAC Portal. Care providers must have written policies and procedures for organizing and maintaining the content of active and closed case files that incorporate state licensing requirements and/or accrediting agency requirements, and ORR policies and procedures.

Medical Services

Care providers are required to provide:

- A complete medical examination (including a screening for infectious diseases) within 48 hours of admission; excluding weekends and holidays, only if UAC does not have documentation of a medical examination completed within the previous six months at another ORR facility;
- Appropriate immunizations in accordance with the United States Public Health Service and the Centers for Disease Control and Prevention;
- Family planning services;
- Other appropriate and routine medical and dental care;
- Emergency health care services;
- Administration of prescribed medication and special diets;
- Appropriate mental health interventions, when necessary;
- arranging forensic medical examinations, as necessary; and
- sexually transmitted infections prophylaxis.

Mental Health Services

Care providers are required to provide clinical services, including regular on-site individual and group counseling sessions and have the ability to access community mental health services for UAC with special needs. Community mental health services include psychiatric evaluations and treatment, medication assessments and management, crisis intervention, in-patient acute

psychiatric care, and other clinical interventions as identified by ORR.

Nutritional Services

Care providers must provide nutritional services in accordance with United States Department of Agriculture and HHS nutritional guidelines and state licensing requirements. Care providers must establish procedures to accommodate dietary restrictions, food allergies, health issues, and religious or spiritual dietary requirements.

Orientation

Within 48 hours of admission, care providers are required to provide every UAC with a comprehensive program orientation that covers the program's services, rules (written and verbal), expectations, zero tolerance policy towards sexual abuse and sexual harassment, and the availability of free legal assistance. The orientation must be provided in formats that are accessible to UAC who are limited English proficient, deaf, visually impaired or otherwise disabled, as well as those who have limited reading skills.

Religious Access

Whenever possible, care providers must provide or arrange for access to religious services and counseling of the UAC's choice. Care providers must abide by 45 CFR § 87.3(b), which prohibits the program administrators from providing inherently religious activities, such as worship, religious instruction or proselytization, as part of the federally funded program or services.

Right to Privacy

UAC have a reasonable right to privacy that includes the right to: (a) wear his or her own clothes (b) retain a private space in the residential facility, group, or foster home for the storage of personal belongings; (c) talk privately on the phone, as permitted by the shelter/group home/foster home rules and regulations; (d) visit privately with guests, as permitted by shelter/group home/foster home rules and regulations; and (e) receive and send uncensored mail unless there is a reasonable belief that the mail contains contraband.

Rules/Behavior Management

Care providers' program rules and discipline standards are required to be formulated with consideration for the range of ages and maturity levels of UAC in the program and with cultural sensitivity towards all UAC. A behavior management plan used by the care provider must meet child welfare best practice standards and must be approved by ORR. Each shelter/group home/foster home must have basic rules posted in both English and UAC's native language. These rules must be reviewed with UAC upon placement with a focus on safety, respect, and family/group living. Misbehavior must be resolved on an individual basis. All interventions must be positive, strength-based and must never subject UAC to corporal punishment, humiliation, mental abuse, or punitive interference with the daily functions of living, such as eating or sleeping.

Safe and Timely Release Services

Care providers must adhere to ORR's policies and procedures that are in place to ensure the care and safety of UAC. These policies require the timely release of UAC to qualified parents, guardians, relatives or other adults, referred to as "sponsors." Safe and timely release must

occur within a setting that promotes public safety and ensures that sponsors are able to provide for the physical and mental well-being of UAC. ORR evaluates potential sponsors' ability to provide for the UAC's physical and mental well-being, as the law requires ORR to protect UAC from smugglers, traffickers, or others who might seek to victimize or otherwise engage the UAC in criminal, harmful or exploitative activity. The process for the safe and timely release of a UAC from ORR custody involves many steps, including: the identification of sponsors; the submission by a sponsor of the application for release and supporting documentation; the evaluation of the suitability of the sponsor, including verification of the sponsor's identity and relationship to the child, background checks, and in some cases home studies; and planning for post-release. The provision of safe and timely release services will be monitored and evaluated by ORR and poor performance may result in corrective actions or termination of agreement.

Safety Planning

Care providers must develop a written safety and security plan that includes policies and procedures for all UAC in its care and program staff. The safety plan must address emergency situations covering the following areas: runaways, evacuations (for example due to a hurricane, fire, or other emergency), medical and mental health emergencies, and disease outbreaks.

Care providers must meet the safety requirements maintained by state and/or local licensing entities, fire code regulations, and local zoning and building code regulations.

Transportation/Escort

Care providers are required to provide UAC with transportation services to local airports and if necessary provide an escort for the UAC according to ORR policies, and to local services and appointments, such as medical and dental appointments, immigration court hearings, or community services as part of the ISP.

Visitation/Phone Calls

UAC must be provided the opportunity to make a minimum of two telephone calls per week (10 minutes each) to family members and/or sponsors, in a private setting. There is no limit on the length of calls to UAC's attorneys of record. UAC are allowed to call both family members and sponsors living in the United States and abroad. UAC also have a right to receive visitors. Attorneys of record are required to have reasonable access to UAC according to ORR/DUCO instructions and procedures and care provider's time and place restrictions. Visitations may need to occur in a setting other than the foster home placement to ensure the safety and well-being of the UAC and others in the foster home.

Vocational Educational Services

Care providers are encouraged to create or provide access to vocational training opportunities that will provide UAC with practical and competitive job skills and assist in the preparation for adulthood. Vocational programs may not replace academic education or be a substitute for the basic subject areas.

In addition to the *Program Requirements* listed, care providers must adhere to the requirements of the IFR which can be found by clicking on the link: https://www.regulations.gov/document?D=ACF-2015-0002-0001

Digital and Ink-less Fingerprint Services (OPTIONAL SERVICE):

ORR may approve care providers to implement and administer digital and/or ink-less fingerprint services for UAC sponsor, non-sponsor adult household members, and adult care givers identified in sponsor care plan. This service includes the following: checking sponsor identification; completing required ORR background check authorization forms; taking digital fingerprints or ink-less fingerprints; if digital, transmitting digital prints on dedicated phone (land line); faxing routing template, authorization forms/copy of ID to ORR's security

representative; expedited mailing of ink-less prints (two sets) with authorization forms, copy of ID; routing template to ORR security representative; maintaining log of sponsors served; establishing effective bilingual (Spanish) message/phone line to accept appointments; providing appointments no later than three business days from sponsor or case worker's request, preferably sooner; and following guidance and direction from ORR and ORR security representative.

Budgeting for digital fingerprint equipment and ink-less fingerprint equipment is not required. Digital and/or ink-less fingerprint equipment is provided by ORR's security representative. ORR security representative provides required equipment maintenance and operational supplies. Additional consideration must be taken to budget for staff time; dedicated phone line (land line); copy/faxing services; and expedited mailing of ink-less prints. **For more information on application requirements, please see *Section IV.2. The Project Description.***

FAITH BASED ORGANIZATIONS

ACF is mindful that potential grantees may have religious objections to providing certain kinds of services. ACF is committed to exploring ways for Faith-Based organizations to partner with ACF and other grantees even if they object to providing specific services on religious grounds. At the same time, ACF is committed to providing the full range of legally permissible services to people who need them, and to do so in a timely fashion and in a manner that respects the diverse religious and cultural backgrounds of those we serve. To accomplish this goal with respect to religious objection and required services, ORR requires that organizations that have a religious objection, to providing any UAC required services, must provide an alternative approach to meet its grant obligations.

The alternative approach must be one that accomplishes the goal of ensuring that UACs in ORR's custody understand the full range of services available in the program, and that there is a mechanism by which UACs requesting such services can receive appropriate services, either directly through the grantee or partnering organization(s). If an alternative approach is proposed, ORR will review the alternative approach post-award during grant and cooperative agreement negotiations. ORR will review the alternative approach based upon a determination of the following: 1) will ensure timely provision of all services for which the individual is eligible; 2) is not burdensome to the client; and 3) is operationally feasible for ACF.

POST-AWARD REQUIREMENTS

As required by the Paperwork Reduction Act (PRA) of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the following ORR forms is estimated to average 30 hours per

response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. These forms are approved under the Office of Management and Budget (OMB) control number OMB 0970-0948, expiration date is 07/31/2020. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

- UAC Portal Capacity Report
- Notice of Placement in Secure or Staff Secure Facility
- Initial Intake Assessment
- UAC Assessment
- Individual Service Plan
- UAC Case Review
- Transfer Request and Tracking Form
- Long Term Foster Care Placement Memo
- Notice of Transfer to Immigration and Customs Enforcement (ICE) Chief Counsel Change of Address/Change of Venue
- Release Request
- Discharge Notification
- Verification of Release
- Child Advocate Referral and Appointment Form
- Notice of Rights and Provision of Services Handout
- Legal Service Provider List for UAC

ORR is seeking approval from OMB for information collection under PRA on the UAC program forms for post-award reporting. Forms include:

- Assessment for Risk Form
- Care Provider Incident Review Form
- Care Provider Family Reunification Checklist
- Sexual Abuse SIR Form
- Significant Incident Report (SIR)

NOTE: *Consistent with the PRA of 1995, 44 U.S.C. §§ 3501-3521, under this FOA, ORR will not conduct or sponsor – and a person is not required to respond to - a collection of information covered by such Act, unless it displays a currently valid OMB control number. ORR is seeking approval of its UAC program forms through the OMB Office of Information and Regulatory Affairs. ORR will not request this information if these forms are not approved at the time that reports are due.*

Please see *Section VI.3. Reporting* for more information.

Special Circumstances

The UAC program is unique as it is driven by the unpredictable nature of migration of UAC into the U.S., mainly through the southern border in Texas and Arizona. The program has a statutory duty to receive all UAC referred and designate them placement into residential programs within the ORR network of providers. The program does not have the discretion of

turning away referrals of UAC when bed capacity is reached.   Only in extenuating circumstances dealing with influx situations, ORR may solicit proposal(s) from grantee(s), post-award, to provide additional Shelter and TFC beds for a temporary period of time. Temporary beds consist of:

1. Temporary Capacity Beds are shelter beds utilized for a specified time determined by ORR and grantee.
2. Variance Beds are licensed, temporary beds used in times of influx to allow ORR time to expand capacity through other funding sources. Grantees would be required to apply for a variance request, from their State licensing agency, to deviate from their approved licensed capacity.

II. Federal Award Information

Funding Instrument Type: Cooperative Agreement
Estimated Total Funding: $500,000,000
Expected Number of Awards: 20
Award Ceiling: $100,000,000 Per Budget Period
Award Floor: $4,000,000 Per Budget Period
Average Projected Award Amount: $15,000,000 Per Budget Period
Anticipated Project Start Date: 10/01/2018

Length of Project Periods:

Length of Project Period: 36-month project period with three 12-month budget periods

Additional Information on Awards:
Awards made under this announcement are subject to the availability of federal funds.

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period, or per project period, as stated in this section*,* will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors.*

Note: For those programs that require matching or cost sharing, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A recipient's failure to provide the required matching amount may result in the disallowance of federal funds.** See *Section III.2.* of this announcement for information on cost-sharing or matching

requirements.

Funds for years two through three will be awarded on the basis of submission and approval of the non-competing continuation applications. Awards are subject to the satisfactory progress by the grantee and a determination that continued funding would be in the best interest of the federal government.

Applicants proposing staff allocated to several funding sources or several funding applications must ensure that Full Time Employees (FTEs) allocations do not exceed 100%.

Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement

ORR grantees must obtain the Project Officer's prior approval for any sub-recipients and/or contractors who has contact or provides direct services to UAC and must provide a signed Memorandum of Understanding or a signed letter of intent and draft sub-recipients and/or contractors agreement with a detailed description of the sub-recipients and/or contractor's responsibilities regarding service provisions.

ORR supports grantees in the following areas:

- The design, implementation, and modification of program activities, services and facilities;
- The design of protocols or procedures;
- The approval of key program staff;
- The provision of training and technical assistance to staff;
- Input of case information into the UAC Portal;
- Select decisions regarding individual case management activities; and
- The approval of all releases of UAC to sponsors.

ORR monitors grantees by reviewing of budgets, mandatory reports, and overall compliance outlined by the ORR policies and procedures. ORR will not request any reports from grantees unless it has received OMB approval under PRA. Although ORR reviews budgets, the Office of Grants Management (OGM) is included in all budgetary and fiscal matters and final budget approval is made by OGM.

III. Eligibility Information

III.1. Eligible Applicants

Care providers are required to be licensed or license eligible (temporary, provisional or an equivalent license) with license being issued, by a state licensing agency, within 60 days of award to provide residential, group or foster care services for dependent children.

ORR does not fund concurrent projects. Any current grantee funded under the UAC program, who wishes to apply for this FOA to provide Shelter services, must propose services in a new and different service location.

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement. See *Section III.3. Other, Application Disqualification Factors.*

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement.

See *Section IV.2. Legal Status of Applicant Entity* for documentation required to support eligibility.

Please see *Section IV.6. Funding Restrictions* for any limitations on the use of federal funds that could affect the eligibility of an applicant or project.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR 75.306.

For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards. These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

III.3. Other

Application Disqualification Factors
Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement.

Award Ceiling Disqualification
Applications that request an award amount that exceeds the *Award Ceiling* per budget period or per project period ("per project period" refers only to fully funded awards), as stated in *Section II. Federal Award Information,* will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

Required Electronic Application Submission
ACF requires electronic submission of applications at www.Grants.gov. **Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "ACF Policy for Requesting an Exemption from Electronic Application Submission" at www.acf.hhs.gov/grants/howto#chapter-6.

Missing the Application Deadline (Late Applications)
The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the *Overview and* in *Section IV.4. Submission Dates and Times.* Electronic applications submitted to www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time, which fail the www.Grants.gov validation check, will not be received at, or acknowledged by, ACF.

Each time an application is submitted via www.Grants.gov, the submission will generate a new date and time-stamp email notification. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the *Overview* and *in Section IV.4. Submission Dates and Times*. Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Notification of Application Disqualification
Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

IV. Application and Submission Information

IV.1. Address to Request Application Package

Shannon McGhee
Administration for Children and Families
Office of Refugee Resettlement
Division of Unaccompanied Children Operations
330 C Street, SW
Washington, DC 20201
Phone: (202) 205-9513
Fax: (202) 401-1022
Email: DCS_ProjectOfficers@acf.hhs.gov

Electronic Application Submission:
The electronic application submission package is available in the FOA's listing at www.Grants.gov.

Applications in Paper Format:
For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the Application Forms Package available in the FOA's Grants.gov Synopsis under the Package tab at www.Grants.gov. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to www.Grants.gov.

Federal Relay Service:
Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) for assistance at www.gsa.gov/fedrelay.

IV.2. Content and Form of Application Submission

FORMATTING APPLICATION SUBMISSIONS
Each applicant applying electronically via www.Grants.gov is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.

FOR ALL APPLICATIONS:
Authorized Organizational Representative (AOR)
AOR is the designated representative of the applicant/recipient organization with authority to act on the organization's behalf in matters related to the award and administration of grants. In signing a grant application, this individual agrees that the organization will assume the obligations imposed by applicable Federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded.

Point of Contact
In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

Application Checklist
Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials.

Accepted Font Style
Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font. Pages that contain blurred text, or text that is too small to read comfortably, will be removed.

English Language
Applications must be submitted in the English language and must be in the terms of United States (U.S.) dollars. If applications are submitted using another currency, ACF will convert the foreign currency to U.S. currency using the date of receipt of the application to determine the rate of exchange.

Page Limitations
Applicants must observe the page limitation(s) listed under "PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:". *Page* limitation(s) do not include SFs and OMB-approved forms.

All applications must be double-spaced. An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have the last extra pages removed and the removed pages will not be reviewed.

Application Elements Exempted from Double-Spacing Requirements
The following elements of the application submission are exempt from the double-spacing

requirements and may be single-spaced: the table of contents, the one-page Project Summary/Abstract, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

Adherence to FOA Formatting, Font, and Page Limitation Requirements
Applications that fail to adhere to ACF's FOA formatting, font, and page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the objective review. The removed page(s) will not be made available to reviewers.

Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review.

For applicants that submit paper applications, double-sided pages will be counted as two pages. When the maximum allowed number of pages is reached, excess pages will be removed and will not be made available to reviewers.

NOTE: Applicants failing to adhere to ACF's FOA formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended. The letter will be sent after awards have been issued and will specify the reason(s) for removal of page(s).

Corrections/Updates to Submitted Applications
When applicants make revisions to a previously submitted application, ACF will accept only the last on-time application for pre-review under the Application Disqualification Factors. The Application Disqualification Factors determine the application's acceptance for competitive review. See *Section III.3. Application Disqualification Factors* and *Section IV.2. Application Submission Options*.

Copies Required
Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

Applicants submitting applications in paper format must submit one original and two copies of the complete application, including all Standard Forms and OMB-approved forms. The original copy must have original signatures.

Signatures
Applicants submitting electronic applications must follow the registration and application submission instructions provided at www.Grants.gov.

The original of a paper format application must include original signatures of the authorized representatives.

Accepted Application Format
With the exception of the required Standard Forms (SFs) and OMB-approved forms, all application materials must be formatted so that they are 8 ½" x 11" white paper with 1-inch margins all around.

If possible, applicants are encouraged to include page numbers for each page within the application.

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. Documents must be scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page. All pages of the application must be readable. Pages with blurred text will be removed from the application.

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

With the exception of the Standard Forms and OMB-approved forms, the application submission in its entirety (Project Description and Appendices) is limited to 100 pages.

The Project Description (Narrative) includes the following:

- A one page Project Summary/Abstract;
- Table of Contents;
- Approach;
- Organizational Capacity;
- Line-item Budget and Budget Justifications; and
- Program Performance Evaluation Plan.

The Appendices includes the following:

- Required Certifications and Assurances;
- Proof of Legal Status;
- A List of Organization's Board of Directors;
- Third-Party Agreements;
- Resumes of Current Staff, and/or Position Descriptions;
- Organizational Chart of Applicant Entity and the Project;
- Letter of Agreement with a Cognizant Federal Agency on Indirect Charges, if applicable;
- Letters of Support;
- Proof of licensure or license eligibility to provide residential, group, or foster care services;
- Management Letter/Summary Report in lieu of full audit reports; and
- Any other information the applicant deems relevant and necessary.

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS
Applicants are required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption*.*

Electronic applications will only be accepted via www.Grants.gov. **ACF will not accept applications submitted via email or via facsimile.**

Each applicant is required to upload ONLY two electronic files, excluding SFs and OMB-approved forms.

File One: Must contain the entire Project Description, and the Budget and Budget Justification (including a line-item budget and a budget narrative).

File Two: Must contain all documents required in the Appendices.

Adherence to the Two-File Requirement
No more than two files will be accepted for the review. Applications with additional files will be amended and files will be removed from the review. SFs and OMB-approved forms will not be considered additional files.

Application Upload Requirements
ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). One file must contain the entire Project Description and Budget Justification; the other file must contain all documents required in the Appendices. Details on the content of each of the two files, as well as page limitations, are listed earlier in this section.

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Professional software suite will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

Applicants must ensure that the version of Adobe Professional they are using is compatible with Grants.gov. To verify Adobe software compatibility please go to Grants.gov and click on "Support" at the top bar menu and select "Adobe Software Compatibility", which is listed under the topic "Online Answers." The Adobe verification process allows applicants to test their version of the software by opening a test application package. Grant.gov also includes guidance on how to download a supported version of Adobe, as well as troubleshooting instructions if an applicant is unable to open the test application package.

The Adobe Software Compatibility page located on Grants.gov also provides guidance for applicants that have received error messages while attempting to save an application package. It also addresses local network and/or computer security settings and the impact this has on use of Adobe software.

Required Standard Forms (SFs) and OMB-approved Forms
Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

Naming Application Submission Files
Carefully observe the file naming conventions required by www.Grants.gov**. Limit file names to 50 characters (characters and spaces).** Special characters that are allowed under Grants.gov's naming conventions, and are accommodated by ACF's systems, are listed in the instructions available in the Download Application Package at Grants.gov. Please also see https://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html.

Use only file formats supported by ACF
It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the two application submission files (Project Description and Appendices) are uploaded as PDF documents in order to comply with the two file upload limitation.** Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Do Not Encrypt or Password-Protect the Electronic Application Files
If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:
The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review. For more information on the exemption, see "*ACF Policy on Requesting an Exemption from Required Electronic Application Submission*'" at *www.acf.hhs.gov/grants/ howto#chapter-6*

Format Requirements for Paper Applications
All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single FOA, or multiple applications under separate FOAs, each application submission must be packaged separately. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON).

Applicants using paper format should download the application forms package associated with the FOA's Synopsis on www.Grants.gov under the Package tab.

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes. All pages in the application submission must be sequentially numbered.**

Addresses for Submission of Paper Applications
See *Section IV.7. Other Submission Requirements* for addresses for paper format application submissions.

Required Forms, Assurances, and Certifications

Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications are available in the Application Package posted for this FOA at www.Grants.gov.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	Required of all applicants. To obtain a DUNS number, go to http://fedgov.dnb.com/webform. Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period. SAM registration is available	See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)* for more information.

	at http://www.sam.gov.	
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants must cite their primary location and up to 29 additional performance sites.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.	Required for all applications when applying for a non-construction project.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.

SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.

Mandatory Grant Disclosure

Submission is required for all applicants and recipients, in writing, to the awarding agency and to the HHS Office of the Inspector General (OIG) all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. (Mandatory Disclosures, 45 CFR 75.113)

Disclosures must be sent in writing to:

The Administration for Children and Families, U.S. Department of Health and Human Services, Office of Grants Management, ATTN: Grants Management Specialist, 330 C Street, SW., Switzer Building, Corridor 3200,Washington, DC 20201

And to:

U.S. Department of Health and Human Services, Office of Inspector General, ATTN: Mandatory Grant Disclosures, Intake Coordinator, 330 Independence Avenue, SW., Cohen Building, Room 5527, Washington, DC 20201

Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or
Email: MandatoryGranteeDisclosures@oig.hhs.gov

ORR Non-discrimination Assurance

Submission of an application for this funding opportunity constitutes assurance that in serving beneficiaries of this program; applicants have made reasonable good faith efforts to:

- have policies prohibiting discrimination and harassment of such beneficiaries based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin in place;
- be inclusive of and non-stigmatizing toward lesbian, gay, bisexual, and transgender LGBT individuals including LGBT youth;
- ensure that all staff serving program beneficiaries are trained to prevent and respond to harassment in all forms; and
- to monitor claims of harassment and discrimination of beneficiaries, address them seriously, and document corrective action(s) so all participants are assured that programs

are safe, inclusive, and non-stigmatizing by design and in operation.

Submission of an application for this award further constitutes an assurance that any sub-recipient(s) and/or contractor(s) directly engaged in the care and custody of UAC:

- will be inclusive of and non-stigmatizing toward LGBT individual, including LGBT youth;
- will ensure that all staff will be trained prior to program implementation on how to prevent and respond to harassment and discrimination of beneficiaries in all forms, and;
- are prepared to monitor claims of harassment and discrimination of beneficiaries, address them seriously, and document corrective action(s) so all participants are assured that programs are safe, inclusive, and non-stigmatizing by design and in operation.

Non-Federal Reviewers
Since ACF will be using non-federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

The Project Description

The Project Description Overview

Purpose
The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. It should address the activity for which federal funds are being requested, and should be consistent with the goals and objectives of the program as described in *Section I. Program Description*. Supporting documents should be included where they can present information clearly and succinctly. When appropriate, applicants should cite the evaluation criteria that are relevant to specific components of their project description. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions
Applicants should develop project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

General Instructions for Preparing a Full Project Description

Introduction

Applicants must prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria in *Section V.1. Criteria*. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

Table of Contents

List the contents of the application including corresponding page numbers. The table of contents must be single spaced and will be counted against the total page limitations.

Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced, in Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

Approach

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application. Describe any design or technological innovations, reductions in cost or time, or extraordinary social and/or community involvement in the project. Provide a list of organizations, cooperating entities, consultants, or other key individuals that will work on the project, along with a short description of the nature of their effort or contribution.

Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

Program Design and Service Provision

- Applicant must describe their overall program design for either shelter and/or TFC and provide documentation supporting its ability to provide the required program services indicated in *Section I. Program Requirements.*
- Applicants must describe how their service delivery for either shelter and/or TFC is sensitive to the religious preferences, culture, native language, and special needs of

UAC. Applicant's program design for either shelter and/or TFC must describe that it is appropriate for the target population.

- Applicant's program design for either shelter and/or TFC must describe that it is appropriate for the target population.
- Applicants must describe experience and proficiency in implementing a behavioral management plan for either shelter and/or TFC as indicated *Section I. Program Requirements, Rules/Behavior Management.*
- Applicants must describe experience and provide documentation supporting their ability to provide appropriate case management services for either shelter and/or TFC including developing and updating ISPs, as well as other assessments required by ORR.
- Applicants must describe an ability to comply with the pertinent laws, regulations and settlement agreements, and with ORR policies, procedures, and instructions as referenced in *Section I. Program Description, Statutory Authority* and *Section I. Program Requirements.*
- Applicants must design developmentally appropriate programs for either shelter and/or TFC that address the specialized and individual needs of all UAC, including vulnerable and traumatized UAC.
- Applicants must describe their capacity to identify possible victims of human trafficking and other crimes.
- Applicants must describe the ability to process the identification and safe and timely release of UAC to eligible sponsors.
- Applicants must describe their ability to recruit and train foster parents utilizing MAPP or an equivalent foster parent training curriculum for TFC.

Program Management

- Applicants must provide a comprehensive overview of the applicant's organization, including qualifications, history, organizational mission and goals, and lists of all federal, state, or local funded grants and/or contracts received.
- Applicants must describe their experience in the provision of child welfare services, child protective services, services to children with special needs and/or victims of trafficking, youth outreach, and/or other social services. Describe organizational experience working directly with UAC or cross cultural/international or related services to children from various cultural backgrounds, various language capabilities, and special needs, including vulnerability to human trafficking.
- Applicants must provide documentation of clear organizational structure outlining lines of authority and supervision.
- Applicants must describe staffing plans that provide a sound relationship between the proposed responsibilities of lead program staff, including Program Director, Lead Clinician, and Lead Case Manager, and the educational and professional experience required for the position according to requirements outlined in *Section I. Program Staffing Requirements.*
- Applicants must describe a plan to implement ORR's sexual abuse and harassment policies for either shelter and/or TFC, including, but not limited to appropriate screening of new hires, developing internal policy documents, and training staff on PREA policies.
- As required by state licensing, applicants must provide a detailed plan for completing

background checks for applicable staff, contractors, and volunteers.

- Applicants must describe the ability to provide a comprehensive staff training plan that meets state licensing requirements, ORR policies and include elements specific to working with the UAC population, prevention and intervention in child abuse and neglect, including local reporting procedures and staff code of conduct.
- Applicants must describe that case management staff is proficient in using the Internet and related computer programs.

Administrative and Service Environment

- Applicants must describe their overall program service environment for either shelter and/or TFC and provide documentation supporting its ability to provide the required program services indicated in *Section I. Program Requirements*.
- Applicants must describe the facility's/foster homes accessibility to immigration court, airports, fire, police, and the local community. Applicants must provide evidence on the feasibility of administering a program in the area that is proposed.
- Applicants must clearly describe and/or provide photographs of the proposed facility (including description of sleeping arrangements, food preparation, kitchen and dining area, classrooms, office space, rest rooms, outside recreation areas, and living space). Applicant must describe how education, clinical, and case management services will be delivered to UAC in either shelter and/or TFC.
- Applicants must describe that the facility/foster home meets all relevant zoning, licensing, fire, safety, and health codes required to operate a residential based social service program. Applicants must provide detailed information regarding type of state licensure, including information on capacity, age/gender permitted, and length of stay allowable. Any and all documented state licensing allegations/concerns must be reported.
- Applicants must explain and document facility ownership or leasing agreements.
- Applicants must describe all security measures for the facility and describe how they adequately meet the requirements of the program in order to prevent unauthorized absence from the facility, and to monitor those who enter and exit the facility.
- Applicants must provide documented evidence/references or letters of local community support and acceptance of the applicant's program. This must include established relationships with local emergency services (i.e., police, fire), medical and mental health agencies, religious and community organizations, and state licensing offices' recommendations for serving UAC.

Project Timeline and Milestones

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function, or activity, in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable

grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Program Performance Evaluation Plan

Applicants must describe the plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation should monitor ongoing processes and the progress towards the goals and objectives of the project. Include descriptions of the inputs (e.g., organizational profile, collaborative partners, key staff, budget, and other resources), key processes, and expected outcomes of the funded activities. The plan may be supported by a logic model and must explain how the inputs, processes and outcomes will be measured, and how the resulting information will be used to inform improvement of funded activities.

Applicants must describe the systems and processes that will support the organization's performance management requirements through effective tracking of performance outcomes, including a description of how the organization will collect and manage data (e.g. assigned skilled staff, data management software) in a way that allows for accurate and timely reporting of performance outcomes. Applicants must describe any potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed.

- Applicants must describe effective and resource-efficient strategies for programmatic control, predictability, and accountability as evidenced by the program design for either shelter and/or TFC.
- Applicants must describe evaluation methodology based on performance. Focus will be placed on child welfare practices, particularly child safety, safe and timely release performance and ability to ensure timely and appropriate release for those UAC with potential sponsors. Applicants must describe measures that effectively track performance in this area.
- Applicants must provide an effective plan for developing and maintaining internal structure, control, and accountability through programmatic means for either shelter and/or TFC.
- Applicants must describe ability to produce statistical reports to track demographics and performance of program.
- Applicants must describe ability to maintain adequate records, including client files, medical files, financial files and personnel files.
- Applicants must provide documentation of a system that preserves the confidentiality of UAC information and protects the records from unauthorized use or disclosure. The records of UAC are the property of ORR and are required to be provided to ORR upon request.
- Applicants must describe the ability to make regular reports as required by ORR that permit ORR to monitor and enforce the Flores Settlement Agreement, federal requirements, ORR policies and procedures and other requirements and standards. ORR will not request any UAC reports from grantees unless it has received OMB approval

under PRA.
- Applicants must describe the ability to implement and maintain the UAC Portal.
- Applicants must include a plan for assessing performance with regard to the safe and timely release process for UAC. Applicants must address how it will monitor the progression of individual cases and include a clear structured timeline with regard to working with each UAC on safe and timely release.

Geographic Location

Describe the precise location of the project and boundaries of the area to be served by the proposed project.

Legal Status of Applicant Entity

Applicants must provide the following documentation:

Applicants must provide documentation in order to certify their legal status and/or eligibility. This may include but is not limited to, Governing Board Membership Documentation and/or articles of incorporation.

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a state taxing body, state attorney general, or other appropriate state official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

Unless directed otherwise, applicants must include proof of non-profit status in the *Appendices* file of the electronic application submission.

Additional Eligibility Documentation

Applicants must provide the additional, required documentation, or required credentials, to support eligibility for an award, as described in *Section III. Eligibility Information* of this announcement:

Applicant must provide documentation of licensure or eligibility (temporary, provisional, or an equivalent license) within 60 days of award, by a state licensing agency, to provide residential, group, or foster care services for dependent children.

Organizational Capacity
Provide the following information on the applicant organization and, if applicable, on any

cooperating partners:

- Organizational charts;
- Resumes (no more than two single-spaced pages in length);
- Financial statements adhering to Generally Accepted Accounting Principles (GAAP), if available, submit statements for up to the two most recently completed fiscal years (this requirement does not apply to start-up organizations);
- Audit reports or statements from Certified Public Accountants/Licensed Public Accountants, if available, submit statements for up to the two most recently completed fiscal years (this requirement does not apply to start-up organizations);
- Copy or description of the applicant organization's fiscal control and accountability procedures;
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Evidence that each participating organization, including partners and/or subcontractors, possess the organizational capability to fulfill their role(s) and function(s) effectively;
- Child care licenses and other documentation of professional accreditation;
- Information on compliance with federal/state/local government standards;
- Job descriptions for each vacant key position.

Protection of Sensitive and/or Confidential Information

If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.

Third-Party Agreements

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. General letters of support are **not** considered to be third-party agreements. Third-party agreements must clearly describe the project activities and support to which the third party is committing. Third-party agreements must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization.

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

Letters of Support

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions must be included in the application package.

Plan for Oversight of Federal Award Funds

Provide a plan describing how oversight of federal funds will be ensured and how grant

activities and partner(s) will adhere to applicable federal and programmatic regulations. Applicants must identify staff that will be responsible for maintaining oversight of program activities, staff, and partner(s). Applicants must describe procedures and policies used to oversee staff and/or partners/contractors.

Describe organizational records systems that relate financial data to performance data by identifying the source and application of federal funds so that they demonstrate effective control over and accountability for funds, compare outlays with budget amounts, and provide accounting records supported by source documentation.

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information Standard Form, either SF-424A or SF-424C, according to the directions provided with the SFs. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

Special Note: *The Consolidated Appropriations Act, 2018, (Division H, Title II, Sec. 202), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary of an individual at a rate in excess of Executive Level II. The Executive Level II salary of the "Rates of Pay for the Executive Schedule" is $189,600. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.*

Provide a budget using the 424A and/or 424C, as applicable, for each year of the proposed project. Provide a budget justification, which includes a budget narrative and a line-item detail, for the first year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

For applicants proposing staff allocated to several funding sources or several funding applications, applicant must ensure that FTE allocations do not exceed 100%. Budgets must include the names of staff for positions already filled and level of effort (percentage dedicated to the project).

Funding for UAC medical services is provided under a separate ORR managed care program and must not be included as a component of the applicant's budget. Applicants, however, must include the cost of coordinating medical, dental, and mental health services. Coordination will include over the counter medication and having a staff person who dispenses medication, books, and transports UAC's to medical appointments.

Based on UAC needs, transfer to a facility within ORR network may be necessary. In addition, temporary placement, outside of ORR network, in an acute psychiatric hospital and/or psychiatric residential setting, would require transportation of UAC for placement and discharge once treatment has been completed. Placement decisions, outside of ORR's network, are initiated by the care provider in conjunction with ORR and final approval is made by ORR. These transfers would include airfare, escort, and transport to and from airport/facility. Applicant should include transport cost for no more than one percent of the estimated number of UAC applicant proposes to serve annually.

Budgeting for digital fingerprint equipment and ink-less fingerprint equipment must not be included as a component of the applicant's budget. Digital and/or ink-less fingerprint equipment is provided by ORR security representative. ORR security representative provides required equipment maintenance and operational supplies. Additional consideration must be taken to budget for staff time; dedicated phone line (land line); copy/faxing services; expedited mailing of ink-less prints.

Applicants and their sub-recipient(s) and/or contractor(s), if applicable, must provide a description of an internal financial monitoring system that demonstrates structure and accountability, as well as describe effective fiscal management and accountability.

For profit organizations must clearly describe that they are only charging for the program's actual cost incurred.

General

Use the following guidelines for preparing the budget and budget justification. Both federal and non-federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-federal resources" are all other non-ACF federal and non-federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, federal budget; next column(s), non-federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent: annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant. Contractors and consultants should not be placed under this category.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, and taxes.

Travel

Description: Costs of out-of-state or overnight project-related travel by employees of the applicant organization. Do not include in-state travel or consultant travel.

Justification: For each trip show the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key project staff to attend ACF-sponsored workshops/conferences/grantee orientations should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year per unit and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) $5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the applicant organization's regular written accounting practices.)

Justification: For each type of equipment requested applicants must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the use, and/or disposal of, the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than $5,000.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations (with budget

detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This area is not for individual consultants.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients are required to use 45 CFR 75.328 procedures and must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR Part 200.88, and currently set at $150,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each contractor/sub-contractor, by agency title, along with the same supporting information referred to in these instructions. If the applicant plans to select the contractors/sub-contractors post-award and a detailed budget is not available at the time of application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: consultant costs, local travel; insurance; food (when allowable); medical and dental costs (noncontractual); professional services costs (including audit charges); space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description, and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category has one of two methods that an applicant can select. An applicant may only select one.

1) The applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency.

Note: An applicant must enclose a copy of the current approved rate agreement. If the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

2) Per 45 CFR § 75.414(f) Indirect (F&A) costs, "any non-Federal entity [i.e., applicant] that has never received a negotiated indirect costs rate, … may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As

described in § 75.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time."

Justification: This method only applies to applicants that have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency. Applicants awaiting approval of their indirect cost proposal may request the 10 percent de minimis rate. When the applicant chooses this method, costs included in the indirect cost pool must not be charged as direct costs to the grant.

Program Income

Description: The estimated amount of income, if any, expected to be generated from this project. Program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under federally-funded projects, the sale of commodities or items fabricated under an award, license fees and royalties on patents and copyrights, and interest on loans made with award funds.

Justification: Describe the nature, source, and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

Commitment of Non-Federal Resources

Description: Amounts of non-federal resources that will be used to support the project as identified in Block 18 of the SF-424. The match calculation applies to the total project cost (including match) and not just to the federal share.
Justification: If an applicant is relying on match from a third party, then a firm commitment of these resources (letter or other documentation) is required with the application. Detailed budget information must be provided for every funding source identified in Block 18 of the SF-424.

Note: Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching or cost-sharing requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s) and, for in-kind contributions, a justification of how the stated valuation was determined.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description and Budget/Budget Justification is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description and Budget/Budget Justification information collection is approved under OMB control number 0970-0139, expiration date is 01/31/2019. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov
This section provides the application submission and receipt instructions for ACF program applications. Please read the following instructions carefully and completely.

Electronic Delivery
ACF is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. ACF applicants are required to submit their applications online through Grants.gov.

How to Register and Apply through Grants.gov
Read the following instructions about registering to apply for ACF funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines.

Organization applicants can find complete instructions here:
https://www.grants.gov/web/grants/applicants/organization-registration.html

>   ***Obtain a DUNS Number:*** All entities applying for funding, including renewal funding, must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (D&B). Applicants must enter the DUNS number in the data entry field labeled "Organizations DUNS" on the SF-424 form.
>
>   For more detailed instructions for obtaining a DUNS number, refer to:
>   https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html
>
>   ***Register with SAM:*** In addition to having a DUNS number, organizations applying online through Grants.gov must register with the System for Award Management (SAM). All organizations must register with SAM in order to apply online. Failure to register with SAM will prevent your organization from applying through Grants.gov.
>
>   For more detailed instructions for registering with SAM, refer to:
>   https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html
>
>   ***Create a Grants.gov Account:*** The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to

complete this process. Completing this process automatically triggers an email request for applicant roles to the organization's E-Business Point of Contact (EBiz POC) for review. The EBiz POC is a representative from your organization who is the contact listed for SAM. To apply for grants on behalf of your organization, you will need the AOR role.

For more detailed instructions about creating a profile on Grants.gov, refer to: https://www.grants.gov/web/grants/applicants/registration.html

Authorize Grants.gov Roles: After creating an account on Grants.gov, the EBiz POC receives an email notifying them of your registration and request for roles. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of your organization. You will be able to submit your application online any time after you have been approved as an AOR.

For more detailed instructions about creating a profile on Grants.gov. refer to: https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html

Track Role Status: To track your role request, refer to: https://www.grants.gov/web/grants/applicants/registration/track-role-status.html

When applications are submitted through Grants.gov, the name of the organization's AOR that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC must authorize individuals who are able to make legally binding commitment on behalf of the organization as an AOR; this step is often missed and it is crucial for valid and timely submissions.

How to Submit an Application to ACF via Grants.gov
Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each FOA, you can create individual instances of a workspace.

The following is an overview of applying via Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: https://www.grants.gov/web/grants/applicants/apply-for-grants.html

Create a Workspace: Creating a workspace allows you to complete an application online and route it through your organization for review before submitting.

Complete a Workspace: Add participants to the workspace, complete all the required forms, and check for errors before submission.

Adobe Reader: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or ACF forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drive(s), then accessed through Adobe

Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at:
https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html

Mandatory Fields in Forms: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

Complete SF-424 Fields First: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

Submit a Workspace: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application **at least 24-48 hours prior to the close date** to provide you with time to correct any potential technical issues that may disrupt the application submission.

Track a Workspace: After successfully submitting a workspace package, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the package. The number will be listed on the Confirmation page that is generated after submission.

For additional training resources, including video tutorials, refer to:
https://www.grants.gov/web/grants/applicants/applicant-training.html

Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist ACF with tracking your issue and understanding background information on the issue.

Timely Receipt Requirements and Proof of Timely Submission
All applications must be received by 11:59 p.m., ET, on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant AOR will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When ACF successfully retrieves the application from Grants.gov, and acknowledges the download of submission, Grants.gov will provide an electronic acknowledgment of receipt of the

application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by ACF.

Applicants with slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

Issues with Federal Systems
For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at [www.acf.hhs.gov /sites/default/files/assets/systems_issue_policy_final.pdf](http://www.acf.hhs.gov).

Request an Exemption from Required Electronic Application Submission
To request an exemption from required electronic submission please refer to ACF's "Policy for Requesting an Exemption from Required Electronic Application Submission" document for complete guidance at:
https://www.acf.hhs.gov/sites/default/files/assets/acf_policy_for_requesting_an_exemption_from_required_electronic.pdf.

Paper Format Application Submission
An exemption is required for the submission of paper applications. See the preceding section on "*Request an Exemption from Required Electronic Application Submission.*"

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.7.* of this announcement for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 p.m., ET, on the due date.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* in this announcement.

IV.3. Unique Entity Identifier and System for Award Management (SAM)

All applicants must have a DUNS Number (http://fedgov.dnb.com/webform) and an active registration with the System for Award Management (SAM.gov/SAM,

https://www.sam.gov).

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, registration at SAM must be active throughout the life of the award.

Plan ahead. Allow at least 10 business days after you submit your registration for it to become active in SAM and at least an additional 24 hours before that registration information is available in other government systems, i.e. Grants.gov.

This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of your efforts to register for, or renew a registration, at SAM. User Guides are available under the "Help" tab at https://www.sam.gov.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

IV.4. Submission Dates and Times

Due Dates for Applications
Due Date for Applications:
06/29/2018

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Other, Application Disqualification Factors*.

Electronic Applications
The deadline for submission of electronic applications via www.Grants.gov is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via www.Grants.gov unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission.*

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via www.Grants.gov are available at: www.grants.gov/web/grants/applicants/apply-for-grants.html.

Applications submitted to www.Grants.gov at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.

Mailed Paper Format Applications
The deadline for receipt of mailed, paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Hand-Delivered Paper Format Applications
Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding federal holidays). Applications should be delivered to the address provided in *Section IV.7.Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

No appeals will be considered for applications classified as late under the following circumstances:

- Applications submitted electronically via www.Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

Emergency Extensions
ACF may extend an application due date when circumstances make it impossible for an applicant to submit their applications on time. Only events such as documented natural disasters (floods, hurricanes, tornados, etc.), or a verifiable widespread disruption of electrical service, or mail service, will be considered. The determination to extend or waive the due date, and/or receipt time, requirements in an emergency situation rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. HHS Awarding Agency Contact(s)*.

Acknowledgement from www.Grants.gov
Applicants will receive an initial email upon submission of their application to www.Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of application's submission**.** Receipt of this email does not indicate that the application is accepted or that is has passed the validation check.

Applicants will also receive an email acknowledging that the received application is in the **Grants.gov validation process**, after which a third email is sent with the information that the submitted application package has passed, or failed, the series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged by ACF.

See "What to Expect After Submitting" at www.Grants.gov for more information.

Acknowledgement from ACF of an electronic application's submission:
Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from www.Grants.gov by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

Acknowledgement from ACF of receipt of a paper format application:
ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.5. Intergovernmental Review

This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this announcement with regard to E.O. 12372.

IV.6. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable. Fund raising costs for the purposes of meeting the Federal program objectives are allowable with prior written approval from the Federal awarding agency. (45 CFR §75.442)

Proposal costs are the costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects, including the development of data necessary to support the non-Federal entity's bids or proposals. Proposal costs of the current accounting period of both successful and unsuccessful bids and proposals normally should be treated as indirect (F&A) costs and allocated currently to all activities of the non-Federal entity. No proposal costs of past accounting periods will be allocable to the current period. (45 CFR §75.460)

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

Funding for UAC medical services is provided under a separate ORR managed care program and must not be included as a component of the applicant's budget.

Budgeting for digital fingerprint equipment and ink-less fingerprint equipment must not be included as a component of the applicant's budget. Digital and/or ink-less fingerprint equipment is provided by ORRs security representative. ORR security representative provides required equipment maintenance and operational supplies. Additional consideration must be taken to budget for staff time; dedicated phone line (land line); copy/faxing services; expedited mailing of ink-less prints.

Each year, the HHS appropriations includes a prohibition, stating that none of the funds appropriated may be expended for an abortion, except in cases where pregnancy is a result of rape or incest or where the woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy itself, that would, as certified by a physician, place the woman in danger of death unless an abortion is performed. See Consolidated Appropriations Act, 2018, Pub. L. 115-141 §§ 506, 507 of Division H, Title V.

As referenced in 45 CFR §75.216(b), HHS funds are prohibited from being paid as profit to any recipient even if the recipient is a commercial organization. Profit is defined as any amount in excess of allowable direct and indirect costs.

IV.7. Other Submission Requirements

Submit paper applications to one of the following addresses. Also see *ACF Policy on Requesting an Exemption from Required Electronic Application Submission at www.acf.hhs.gov/grants/howto#chapter-6.*

Submission By Mail

Tim Chappelle
Administration for Children and Families
Office of Grants Management
Division of Discretionary Grants
Mary E. Switzer Building
330 C Street, SW
Washington, DC 20201

Hand Delivery

Tim Chappelle
Administration for Children and Families
Office of Grants Management
Division of Discretionary Grants
Mary E. Switzer Building
330 C Street, SW
Washington, DC 20201

Electronic Submission
See *Section IV.2.* for application requirements and for guidance when submitting applications electronically via www.Grants.gov.
For all submissions, see *Section IV.4. Submission Dates and Times.*

V. Application Review Information

V.1. Criteria

Please note: With the exception of the funding opportunity announcement and relevant statutes and regulations, reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers will evaluate and score an application based on the documents that are presented in the application and **will not** refer to, or access, external links during the objective review.

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative

importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

PROGRAM DESIGN AND SERVICE PROVISION	Maximum Points:30

The application will be reviewed for the overall program design and the applicant's ability to explain the required services to be provided. This will be evidenced by the following:

- Detailed documentation supporting applicant's ability and/or experience in providing the required program services indicated in the *Section I. Program Requirements* for either shelter and/or TFC. Documentation must include evidence of applicant's ability to provide all program requirements listed in *Section I. Program Requirements*. Clear documentation of applicant providing a capacity of 50 beds or more. (0-4 points)
- Clear description of overall program design for either shelter and/or TFC and plan for provision of the services listed (i.e. medical services, ISP, education, etc.) in *Section I. Program Requirements*. Description must include ability to adhere to the time-frames required for the provisions of services. (0-3 points)
- Detailed information on how program activities, services, and materials are developed and provided in a manner that is appropriate for the target population, taking into account the culture, native language, and special needs of UAC for either shelter and/or TFC. (0-3 points)
- Detailed plan to identify and address the specialized needs of the UAC population, including victims of trafficking and risk factors for potential sexual victimization or sexual abuser tendencies. (0-5 points)
- Detailed description of how the applicant's behavior management plan will be developed and implemented as required in *Section I. Program Requirements, Rules/Behavior Management* for either shelter and/or TFC. Description must identify how the behavior management plan is strength based and meets child welfare best practices. In addition, how the behavior management plan takes in to consideration the range of ages, maturity levels, and cultural sensitivity of the UAC. (0-2 points)
- Provides detailed supporting documentation and description of experience in providing appropriate case management services, for either shelter and/or TFC, e.g. ISP. Documentation must evidence applicants experience with providing case management services to the UAC population, cross cultural/international and/or domestic children from various cultural backgrounds. (0-3 points)
- Detailed plan on how applicant will identify, assess, and release UAC with eligible domestic sponsors in a timely manner. The plan identifies applicant's ability to facilitate safe and timely release of UAC to include but not limited to: identifying sponsor(s); evaluating the suitability of the sponsor; and verification of sponsor's identity and relationship to the UAC. (0-10 points)

PROGRAM MANAGEMENT	Maximum Points:25

The application will be reviewed for the capacity of the organization to develop and manage a UC program by assessing the following:

- Comprehensive and concise overview of the applicant's organization, including qualifications, history, and organizational mission and goals. Evidenced by applicant's key staff having sufficient and relevant experience, knowledge and capability to implement and manage either a shelter and/or TFC program. (0-5 points)
- Detailed plan to provide child welfare services to UAC with special needs and/or victims of trafficking and minors from various cultural backgrounds and with various language capabilities. (0-5 points)
- Clear and comprehensive organizational structure of the proposed program for either shelter and/or TFC that describes delineation of authority, roles and responsibilities, and supervision across the entire organization, allowing for communication and coordination between the various program components and partner agencies. Applicant addresses the educational and professional experience required for key positions according to requirements outlined in *Section I. Program Staffing Requirements*. (0-5 points)
- Detailed plan to screen, hire, and train staff to meet state licensing and ORR requirements. Training must address elements specific to working with the UAC population, prevention and intervention in child abuse and neglect, local reporting procedures, and staff code of conduct. (0-4 points)
- Comprehensive plan to implement ORR's sexual abuse and harassment policies, including, but not limited to, assigning a PREA Staff Coordinator, appropriate screening of new hires, developing internal policy documents, and training staff and UACs on these policies. (0-3 points)
- Documentation of a detailed, thorough, and realistic description of recruitment and retention staffing plan taking into consideration the particular needs of the target population. Detailed plan for completing background checks for staff, contractors, and volunteers. (0-3 points)

ADMINISTRATIVE AND SERVICE ENVIRONMENT   Maximum Points:15

The application will be reviewed for information regarding the geographic location, community services, and facility design to adequately support program services by assessing the following:

- Comprehensive description of overall program service environment for either shelter and/or TFC with documentation supporting its ability to provide the required program services indicated in *Section I. Program Requirements*. (0-5 points)
- Clear description of the proposed facility and/or foster homes, including description of sleeping arrangements, food preparation, kitchen and dining area, office space, rest rooms, outside recreation areas, designated personal telephone call space, and living space. (0-5 points)
- Documentation of facility/foster home accessibility to immigration court, airports, fire, police, and the local community. Facility/foster home meets all relevant zoning, fire, safety, and health codes required to operate a residential based social service program. Detailed information regarding type of state licensure, including information on capacity, age/gender permitted, and length of stay allowable. Any and all documented

state licensing allegations/concerns must be reported. (0-3 points)
- Explanation and documentation of facility ownership or leasing agreements. Documented evidence/references or letters of local community support and acceptance of the applicant's program. This should include established relationships with local emergency services (i.e., police, fire), medical and mental health agencies, religious and community organizations, and state licensing offices' recommendations for serving UAC. (0-2 points)

PROGRAM PERFORMANCE EVALUATION PLAN Maximum Points:15

The application will be reviewed for evidence of the organization's capacity to manage proper documentation and reporting with regard to the proposed program, including internal accountability and plan for monitoring of performance through evaluation and other measures. Evidence of the following must be provided:

- Clear description of an effective model for programmatic control, predictability, and accountability as evidenced by the program design for either shelter and/or TFC. (0-5 points)
- Detailed evaluation methodology based on performance. Evidenced by focus on child welfare practices, particularly child safety, safe and timely release performance and ability to ensure timely and appropriate release for UAC with potential sponsors. Measures that effectively track performance in this area must be described in detail. (0-5 points)
- Ability to maintain adequate electronic and/or hard copy records, including client files, medical files, financial files, and personnel files. Ability to produce reports that track demographics and program performance, effective monitoring and enforcement of the Flores Settlement Agreement, Federal requirements, ORR policies and procedures, and other requirements and standards. (0-3 points)
- Proposes an effective and efficient plan to operate the UAC Portal and to upload all appropriate UAC forms and file information within the timeframes indicated in *Section I. Program Requirements, Important Time-frames*. (0-2 points)

BUDGET AND BUDGET JUSTIFICATION Maximum Points:15

The application will be reviewed for fiscal soundness and accountability by assessing the following:

- Accurate and detailed budget and budget justification noting line-item expenses with sufficient detail for understanding per item costs for applicant and their sub-recipient(s) and/or contractor(s), if applicable, to include, inclusion of the names of staff for positions already filled and level of effort (percentage dedicated to the project) (0-5 points)
- The costs are reasonable, allocable and program-related and are commensurate with the types and range of activities to be conducted. (0-5 points)
- Comprehensive plan for overall fiscal management, including internal and third-party financial monitoring systems that demonstrate structure and accountability for applicant and any sub-recipient(s) and/or contractor(s), if applicable. (0-2 points)
- Documentation of a sound plan in compliance with the funding restrictions as noted in

Section IV.6 of the FOA. (0-1 points)
- Documentation of most recent financial audit management letter/summary report. (0-2 points)

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a DUNS number (http://fedgov.dnb.com/webform) and an active registration at SAM (www.sam.gov). See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)*.

Initial ACF Screening
Each application will be screened to determine whether it meets any of the disqualification factors described in *Section III.3.Other, Application Disqualification Factors*.

Disqualified applications are considered to be "non-responsive" and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

Objective Review and Results
Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of federal funds in its award decisions.

ACF may refuse funding for projects with what it regards as unreasonably high start-up costs for facilities or equipment, or for projects with unreasonably high operating costs.

ORR does not fund concurrent projects, i.e., funding a non-federal entity to provide the same type of services in the same service location.

Federal Awarding Agency Review of Risk Posed by Applicants

As required by 2 CFR Part 200, the Uniform Guidance, effective January 1, 2016, ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), www.fapiis.gov/, before making any award in excess of the simplified acquisition threshold (currently $150,000) over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 CFR § 200.205 Federal Awarding Agency Review of Risk Posed by Applicants (http://www.ecfr.gov/ cgi-bin/text-idx?node=se2.1.200_1205&rgn=div8).

Please refer to *Section IV.2.* of this announcement for information on non-federal reviewers in the review process.

Approved but Unfunded Applications
Applications recommended for approval in the objective review process, but were not selected for award, may receive funding if additional funds become available or may compete for funding during the next review cycle (if one occurs in the next fiscal year). Applications designated as "approved but unfunded" typically cannot be kept in an active status for more than 12 months. For those applications determined as "approved but unfunded," notice will be given of the determination by email.

V.3. Anticipated Announcement and Federal Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date. ACF staff cannot respond to requests for information regarding funding decisions prior to the official applicant notification.

VI. Federal Award Administration Information

VI.1. Federal Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail, email, or by GrantSolutions.gov or the Head Start Enterprise System (HSES), whichever is relevant. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.6. Funding Restrictions*.

Grantees may translate the Federal award and other documents into another language. In the event of inconsistency between any terms and conditions of the Federal award and any translation into another language, the English language meaning will control. Where a significant portion of the grantee's employees who are working on the Federal award are not fluent in English, the grantee must provide the Federal award in English and in the language(s) with which employees are more familiar.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to 45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards. The Code of Federal Regulations (CFR) is available at www.ecfr.gov. Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at: www.acf.hhs.gov/administrative-and-national-policy-requirements.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NOA). The HHS GPS is available at https://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-1.

An application funded with the release of federal funds through a grant award does not constitute, or imply, compliance with federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable federal regulations.

Care providers are subject to the provisions of the Service Contract Act, Code of Federal Regulations (CFR) Title 29 and must abide by applicable State wage determination guidelines in their programs." For additional information click here: http://www.dol.gov/whd/govcontracts/sca.htm and/or http://www.wdol.gov/

VI.3. Reporting

Performance Progress Reports: Quarterly

Recipients under this FOA will be required to submit performance progress and financial reports periodically throughout the project period. Information on reporting requirements is available on the ACF website at www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2.

For planning purposes, the frequency of required reporting for awards made under this announcement are as follows:

Financial Reports: Quarterly

Recipients under this FOA will be required to submit/administer forms to include but not limited to:

- UAC Portal Capacity Report
- Notice of Placement in Secure or Staff Secure Facility
- Initial Intake Assessment
- UAC Assessment
- Individual Service Plan
- UAC Case Review
- Transfer Request and Tracking Form
- Long Term Foster Care Placement Memo
- Notice of Transfer to Immigration and Customs Enforcement (ICE) Chief Counsel Change of Address/Change of Venue
- Release Request
- Discharge Notification
- Verification of Release
- Child Advocate Referral and Appointment Form
- Notice of Rights and Provision of Services Handout
- Legal Service Provider List for UAC

These forms are approved under OMB, control number OMB 0970-0948 and expiration date is 07/31/2020. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

ORR is seeking approval, from OMB, for information collection under PRA on the UAC program forms for post-award reporting. Forms include:

- Assessment for Risk Form
- Care Provider Incident Review Form
- Care Provider Family Reunification Checklist
- Sexual Abuse SIR Form
- Significant Incident Report (SIR)

VII. HHS Awarding Agency Contact(s)

Program Office Contact

Shannon McGhee
Administration for Children and Families
Office of Refugee Resettlement
Division of Unaccompanied Children Operations
Mary E. Switzer Building
330 C Street, SW
Washington, DC 20201
Phone: (202) 205-9513
Fax: (202) 401-1022
Email: DCS_ProjectOfficers@acf.hhs.gov

Office of Grants Management Contact

Tim Chappelle
Administration for Children and Families
Office of Grants Management
Division of Discretionary Grants
Mary E. Switzer Building
330 C Street, SW
Washington, DC 20201
Phone: (202) 401-4855
Fax: (202) 205-3449
Email: Daphne.Weeden@acf.hhs.gov

Federal Relay Service:
Hearing-impaired and speech-impaired callers may contact the Federal Relay
Service (FedRelay) at www.gsa.gov/fedrelay.

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) www.hhs.gov/.

Administration for Children and Families (ACF) www.acf.hhs.gov/.

ACF Funding Opportunities Forecast www.grants.gov/.

ACF Funding Opportunity Announcements ami.grantsolutions.gov/.

ACF "How To Apply For A Grant" https://www.acf.hhs.gov/grants/howto.

Grants.gov Accessibility Information www.grants.gov/ web/grants/accessibility-compliance.html.

Code of Federal Regulations (CFR) http://www.ecfr.gov/.

United States Code (U.S.C.) http://uscode.house.gov/.

Application Checklist

Applicants may use this checklist as a guide when preparing an application package.

What to Submit	Where Found	When to Submit
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in *Section IV.2. Required Forms, Assurances, and Certifications*. This form is available in the FOA's forms package at www.Grants.gov.	If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.
Table of Contents	Referenced in *Section IV.2. The Project Description*.	Submit with the application by the due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Project Summary/Abstract	Referenced in *Section IV.2. The Project Description*. The Project Summary/Abstract is limited to one single-spaced page.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Proof of Non-Profit Status	Referenced in *Section IV.2. The Project Description, Legal Status of Applicant Entity*.	Proof of non-profit status should be submitted with the application package by the application due date and time listed in the *Overview* and *Section IV.4.* of the FOA.

		If it is not available at the time of application submission, it must be submitted prior to the award of a grant.
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" in *Section IV.2. Required Forms, Assurances and Certifications*.	If applicable, concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.
The Project Description	Referenced in *Section IV.2. The Project Description*.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
The Project Budget and Budget Justification	Referenced in *Section IV.2. The Project Budget and Budget Justification*.	Submission is required in addition to submission of SF-424A and / or SF-424C. Submission is required with the application package by the due date in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Indirect Cost Rate Agreement (IDR)	Referenced in *Section IV.2. The Project Budget and Budget Justification*. The IDR must be submitted with the application package.	If the IDR is available by the application due date, it must be submitted with the application package. If it is not available by the application due date, listed in the *Overview* and *Section IV.4. Submission Dates and Times*, it may be submitted prior to the award of a grant.
SF-424 - Application for Federal Assistance	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications*. This form is available in the FOA's forms package at www.Grants.gov in the Mandatory	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.

	section.	
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	Referenced in *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)* in the announcement. To obtain a DUNS number (Unique Entity Identifier), go to http://fedgov.dnb.com/webform. To register at SAM, go to http://www.sam.gov.	A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* These forms are available in the FOA's forms package at www.Grants.gov in the Mandatory section. They are required for applications that include only non-construction activities.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov.	Submission is due with the application package or prior to the award of a grant.
SF-424 Key Contact Form	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.*	Submission is due with the application by the application due date found in the *Overview* and in

	This form is available in the FOA's forms package at www.Grants.gov.	*Section IV.4. Submission Dates and Times.*